



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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ROSE MCKENNA, CHAIR
VIRGINIA DESMOND, VICE-CHAIR

ASHLEY STUART, DIRECTOR
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Meeting Minutes for
June 18, 2014

The meeting was called to order by the Chair, Rose McKenna, at 12:35 p.m. at the Tewksbury Senior Center.

Members Present: Rose McKenna, Marie Durgan, Peg Keefe, Mark Wood, Virginia Desmond, Joel Deputat (late arrival), Paul McNaught, Joanne Aldrich, and Joan Unger.

Members Absent: Warren Layne and Lorene Patch

Others Present: COA Director Ashley Stuart, Janice Conole, and Melissa Johnson, Recording Secretary.

1. Approval of Meeting Minutes – April 16, 2014 and May 24, 2014

Mr. McNaught asked if the April 16, 2014 minutes were previously tabled and Ms. Stuart confirmed this and explained that she had requested Ms. Johnson review the tape to add additional information. Mr. McNaught noted that there are issues with the April meeting regarding the Open Meeting Law as the recorder was shut off. Ms. Johnson explained to Mr. McNaught that the April minutes were tabled at the request of Ms. Stuart and that the meeting Mr. McNaught is questioning occurred some months ago. Mr. McNaught disagreed. Ms. Desmond explained that the tape recorder was not stopped at the April meeting. Ms. Johnson noted that she can provide the emails from Ms. Stuart requesting her to review the April tape as well as a copy of the recording of the meeting. Mr. McNaught stated that there is no tape. Ms. Stuart confirmed there is an audio recording for the April meeting. Ms. Johnson offered to provide a copy of the recording to Mr. McNaught and Mr. McNaught responded “there is no tape you shut it off”. Ms. Johnson suggested discussing the matter with the Town Manager and Mr. McNaught stated that he already has.

MOTION: Ms. Desmond made the motion to approve the April 16, 2014 meeting minutes as presented; seconded by Ms. Aldrich and the motion carried 7-1. Mr. McNaught was opposed.

MOTION: Mr. McNaught made the motion to approve the May 24, 2014 meeting minutes as presented; seconded by Ms. Unger and the motion carried 8-0.

2. Finances

a) List of FY14 invoices processed since last meeting

Ms. Aldrich inquired about the charges to PJ Dionne. Ms. Stuart explained that a transfer was made from the reserve account to correct the issues with the HVAC system. The funds are being transferred from the reserve account as they are needed.

Mr. McNaught inquired about the charges to Lowell Janitorial and Ms. Stuart explained that this is for bathroom supplies.

b) FY14 Weekly Budget Report from Munis dated June 17, 2014

The total available operating budget as of June 17, 2014 is \$667.87 with \$15,718.46 being encumbered.

MOTION: Mr. McNaught made the motion to waive the reading of the budget report; seconded by Ms. Aldrich and the motion carried 8-0.

MOTION: Ms. Aldrich made the motion to approve the operating budget report through June 17, 2014; seconded by Ms. Unger and the motion carried 8-0.

3. Announcements and Correspondence

There were none.

4. Upcoming Events

- a) June 19-20, 2014 - GAC Trip to Foxwoods and Mohegan Sun.
- b) June 20, 2014 - Silvertones Dance
- c) June 23, 2014 - DJ John Dance
- d) June 25, 2014 - Trip to Hampton Beach (Sand Castles, the "Continental", and Fireworks). The cost is \$15 per person.

- e) The Red Hats will be hosting a “Christmas in July” tree at the senior center. Donations will benefit the Tewksbury Food Pantry.

Ms. Desmond explained that every year The Red Hatters have a break from June to September. Around this time they do “Christmas in July” and request donations of \$10 Wal-Mart cards. The donations are given to the Food Pantry in December. The intent is to purchase Christmas gifts for those who cannot afford them.

- f) July 7, 2014 - Foxwoods Trip
- g) July 8, 2014 - GAC Annual Cookout. Tickets are \$8 per person. There will be no bingo this day.
- h) July 9, 2014 - Boston Duck Tour. The cost is \$65 per person.

Ms. Stuart noted that lunch at the Hard Rock Café is included in the cost.

- i) July 26, 2014 - Friends Yard Sale from 9:00 to 2:00 p.m.

Ms. McKenna noted that the tables are \$15 each or 2 for \$25.

- j) August 15, 2014 - GAC Fashion Show. Tickets are \$10 per person.

5. Unfinished Business

- a) Foot care nurse, Catherine Languedoc has offered to provide a 3rd day of foot care if there is enough interest. We will maintain a waiting list. Also, there has been some concern about signing about making an appointment. Seniors may contact Jan for an appointment the Monday following.
- b) Ms. Stuart and Ms. Conole have been trained in My Senior Center (MSC) on Friday, June 13, 2014. All of Tewksbury’s residents were imported electronically into the program. There are 3,130 individuals age 60 and over in Tewksbury. A July 1, 2014 launch for the key tags and touch screens is planned.

Ms. Desmond requested Ms. Stuart briefly explain how the process will work. Ms. Stuart explained that there will a touch screen and need to type your name and birthday and from there you can add a card and then scan the card. It will then tell you all of the activities going on that day and you can touch the ones that you plan to attend. The only information contained in the system is names, addresses and dates of births.

- c) All documentation pertaining to the Veteran’s plaque has been shredded.

Mr. McNaught requested considering doing another Veteran's plaque as there are no longer any WWI Veteran's remaining and by 2017 all WWII Veterans will be deceased. Mr. McNaught suggested a plaque with no names; just one general plaque for all Veterans stating that the Senior Center honors all Veteran's. Ms. Aldrich asked who would purchase the plaque. Mr. McNaught suggested contacting the service organizations to see if they will contribute. Discussion took place on the issues that arose with the original plaque that was proposed. It was the consensus to do a general plaque without individual names. Ms. Desmond asked who will be taking charge of the project. Ms. Unger suggested Mr. McNaught take charge of the project and offered her help. Mr. McNaught noted that he is unable to as he is Post Commander of the American Legion. Mr. McNaught suggested the Veteran's Agent assist with this. It was agreed to wait until a new veteran's agent is hired.

Ms. McKenna asked if there was any other unfinished business.

Ms. Desmond noted that his has been 2 months since the new key policy was put in place. The COA members had requested the matter be reviewed in 2 months. Ms. Desmond noted that Ms. Stuart has been able to address the minor problems that have arisen, but there are still a few outstanding issues such as the lighting.

Mr. Deputat arrived.

Ms. Aldrich asked if there is a town department that would be able to assist with this. Ms. Stuart noted that she has reached out to a few departments, but they have been unable to help. Discussion took place on the system being Canadian. Ms. Desmond noted that another issue that should be addressed is setting the temperature controls as a complaint was received that it was very hot inside the center during a meeting.

Discussion took place on the parking lot lighting. Ms. Stuart explained that the former Director, Linda Brabant, informed her that the lights shut off at midnight when turned on manually. Mr. Deputat noted that he does not believe that is correct.

Ms. McKenna noted that she does not agree with giving out the keys and feels that a representative of the center or town should be present for after hour meetings. Mr. Deputat expressed concerns with giving out the master code to the alarm system and suggested sub codes. Ms. Stuart noted that she has been unsuccessful trying to reach the alarm company and explained that in her past experiences there were no alarm systems on the buildings and there were no issues. Mr. Deputat expressed concerns with there being a nurse's station in the building. Ms. Stuart noted that the nurse's office is locked.

Ms. Desmond noted that the Use of Building policy states that a representative should be present during after hour use; as a result, this is against the Use of Building policy. Ms. Desmond noted that ultimately Ms. Stuart and Mr. Montuori have the final say on this matter. Ms. Stuart noted that there are no funds available to pay town staff to be present in the evening. Ms. McKenna suggested the staff come in later during the day and stay later at night. Ms. Stuart noted that this would not be possible for her or Ms. Conole as they have many other items to tend to during the day when the center is open. Ms. McKenna noted that

Ms. Stuart has not been present in the mornings due to classes and that she is against giving out the keys and alarm codes.

Ms. Stuart explained that the organizations who have been given the key and alarm code are groups that have been meeting at the Center for a long time and have built a relationship such as the Rod and Gun Club. Mr. Deputat suggested a group of key holders be set up to open and close the building when needed as some have stated they do not feel comfortable being responsible for the key and locking of the center.

Ms. Aldrich asked if this was addressed when Ms. Stuart interviewed for the Director's position and if Mr. Montuori was aware of this. Ms. Desmond noted that two of the questions that they asked of every candidate were: 1) if they would continue to do the activities including nights and weekends, and 2) to meet with all of the volunteers to ensure their relationship with the center continues. Ms. Desmond explained that every candidate was asked this and all stated that it was no problem. This changed after Ms. Stuart met with Mr. Montuori. Mr. Deputat noted that if Mr. Montuori had indicated that this was a potential issue it would have been discussed at that time. Ms. Stuart explained that when she spoke with Mr. Montuori during the interview process, she stated that she was available at night but not three nights a week as that is an unreasonable expectation of anyone. Ms. Desmond explained that it was their understanding that it would remain the way it was where Bob Noel, Ms. Conole and/or some other representative was there to open and close the building.

Ms. Aldrich asked if Mr. Montuori is comfortable with this policy and Ms. Desmond explained that she met with Mr. Montuori and he explained that this is the same procedure followed at the town hall (Pike House). Ms. Conole explained that she also met with Mr. Montuori regarding this and he offered overtime for her to come and open and close the building and she agreed to one night a week. Mr. Noel has stated that he would only be able occasionally. Ms. McKenna noted that she too met with Mr. Montuori and he is aware.

Ms. Desmond explained that the Council should decide whether this is the procedure they are comfortable with it and suggested the Council members act as the representatives and open and close the building for night events as needed. Ms. Conole explained that originally the intent was to utilize the fee paid by the group to use the center to pay for the staff to be present; however, there are many groups now that do not pay a fee.

Ms. Aldrich noted that it sounds as if the council has no authority on this matter. Ms. Stuart explained that according to the Bylaws the Town Manager and Director are responsible for the property and the Council is an advisory Board.

MOTION: Ms. Aldrich made the motion that the Council on Aging members go on record that they are uncomfortable with the key policy being proposed by Ms. Stuart and Mr. Montuori; seconded by Ms. Unger and the motion carried 9-0.

Ms. Desmond noted that Bylaw change regarding term appointments was approved and is currently awaiting Attorney General approval. The approval is not expected until September. As a result, the officer appointments will be made in September rather than June.

6. New Business

Discussion took place on which summer month the Council would like to take off. It was the consensus to not have a meeting in August.

Ms. McKenna asked if there was any other new business and there was none.

Adjourn.

MOTION: Mr. McNaught made the motion to adjourn at 1:41 p.m.; seconded by Ms. Unger and the motion unanimously carried 9-0.

Approved: July 16, 2014

**Documents Discussed and/or Presented
June 18, 2014**

- 1) **COA Meeting Agenda Handout**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of April 16, 2014 and May 24, 2014**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through June 17, 2014**
A copy can be found with the Council on Aging Director or the Finance Director